

February 12, 2013



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
February 12, 2013**

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Dennis Hyde
<input type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm (regular session only)
<input checked="" type="checkbox"/>	Steve Worsham

Other Persons Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Mike Norris
<input type="checkbox"/>	Wayne Thomas, Tullahoma News

Work Session Minutes

- 1. Meeting called to order at 4:00pm.**
- 2. Review of hangar lease payments** – Karla Smith and Jon Glass reviewed the current status of hangar lease payments and late fees.
- 3. Maintenance hangar financing** – Board members discussed a plan to request 95/5 funding from TAD to construct a hangar for Northern Field Aviation and possible lease terms.
- 4. Work session adjourned at 4:55pm.**

Regular Meeting Minutes

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

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1. **Meeting called to order at 5:00 pm.**
2. **Minutes for the January 8, 2013 meeting were approved** as written.
3. **Public comments** – Chris Rounds reported that the Tennessee Air Tour will hold a banquet in the north hangar on April 27, 2013. The EAA will hold a Warbird fly-in on July 6 - 8, 2013 following the July 4th Air Show.
4. **Treasurer's report** – Copies of the financial reports were provided to Board members. Karla Smith will meet with Mayor Pennington and Commissioner Bricken regarding the upcoming TAA appropriation request to Coffee County. **A motion was made and approved** to waive the following hangar lease late fees: Rodney Allison (S122) \$39.26, Chuck Armstrong (N312) \$40.00, Ted Beckwith (N210 and N320) his \$430.35 credit will be applied to \$298.60 balance and \$33.90 in late fees will be waived, Richard Blazier (S120) \$78.81, Mike Botwin (S203) \$3.14, Robert and Greg Burt (S207) \$16.51, Virgil Cline (S103) \$52.50, Sam Crimm (S113) \$55.31, Alan Davis (N318) \$142.11, Dr. Flandro (N316) \$151.58, Dr. George (S106) \$5.44, Dr. Patterson (N202 and S123) \$31.89, Byrd Raby (S107) \$17.50, Bill Stuart (N206 and N314) \$378.87, Warren Whisenhunt (S201) \$39.25, David Wright (N108) \$200.20 and Mike Loehle (Harton Hangar Agreement) \$121.50 will be written off as bad debt. Total fees to be waived are \$1,407.77.

The following missed rent payments will be collected: Rodney Allison (S122) \$9.72 for missed CPI in 2011; Sam Crimm (S113) \$30.72 for a missed payment and CPI; Warren Whisenhunt (S201) \$15.66 for a missed payment; and David Wright (N108) \$77.00 for a missed payment. Total fees to be collected are \$133.10.

Karla Smith, Jon Glass and Jimmy Chapman will implement a management system to send late notices for payments received after the 10th of the month beginning March 1, 2013. Sam Crimm abstained from voting.

5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – The 24/7 access door keypad on the south entrance was OTS for 3 days during a period of heavy rain. It started working again prior to ordering a new \$200 keypad.

36 and 24 Threshold Markings – This work will be re-scheduled for the spring of 2013.

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Parish/City/TAA Agreement – The 9/27 study grant has been returned to TAD for signatures and the local share has been paid. It will be a \$15,000 (95/5) grant with a local share amount of \$750.

6/24 Emergency Project Repair – The emergency repair was completed by Rogers Group on 12/19/12. Total project cost was \$6,000 with 95/5 funding from TAD. The executed grant was returned on 2/6/13 and the \$5,700 reimbursement was submitted on 2/7/13.

Maintenance Contract Reimbursement – A \$6,200 reimbursement was submitted to TAD on 1/17/13.

TAD Airport Inspection – Report was received on 12/17/12. A 120-day conditional license was issued due to trees on the approach end of runways 09 and 18. We still have an open tree clearing grant (16-0775) with \$7,000 remaining in it, so the project can be completed without delay. The Harton family has given permission to remove trees at the approach end of runway 18. The Parish family has given permission to remove trees at the approach end of runway 9. Jon Glass met with Jerre Hood (representing the Motlow family) and asked permission to remove trees at the approach end of runway 09.

XP Services Ramp Expansion Project – PDC issued the Notice of Substantial Completion for the project on 11/30/12. Curl Construction used 40 of the 45 days allowed to complete the project. Payments 1 and 2 (of 2) have been made to Curl Construction. Retainage of \$10,000 is being held until the project is complete in the spring (seeding control).

Northern Field Aviation Hangar Project – See Old Business.

NW Area Environmental Review – A grant request for \$95,600.00 (with 95/5 funding) was delivered to TAD on 2/7/13. The City will fund the \$4,780.00 local share amount for this project. Jon Glass reported that TAD may not approve this project request.

Runway 6/24 Approach Lighting – PDC is waiting for cost estimates for the environmental work on this project from engineer Scot St. John. The project will be ready for bid after the cost estimates are obtained.

NW Taxiway Concrete Repair and Lighting – The executed grant was returned to TAA on 1/14/13. The scoping meeting will be held at TAD on 2/20/13 at 10:00 am with PDC and Steve Upshaw.

NW Taxiway Concrete Repair and Lighting (Amendment) – The amendment arrived 2/11/13. It will be signed and the local share sent to TDOT for execution. The scoping meeting will be held at TAD on 2/20/13 at 10:00 am with PDC and Steve Upshaw.

NW Airfield Utility Project – Notice to proceed was issued to Curl Construction on 12/28/12 and they have 120 days (until 4/27/13) to complete the project. TUB will

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handle construction administration of the project and the City, ECD and TUB will be responsible for contractor pay requests. The project has \$53,000 in contingency funds set aside due to the lower than anticipated bid amount from Curl Construction.

North Hangar Roof Leak – The grant amendment was received on 1/30/13. It has been returned to TDOT for signatures and the additional \$6,500.00 local match share has been submitted.

South Taxiway Light Repair – The scoping meeting will be held at TAD on 2/20/13 at 10:00 am with PDC and Steve Upshaw.

Ramp Concrete Repair – The scoping meeting will be held at TAD on 2/20/13 at 10:00 am with PDC and Steve Upshaw.

South Ramp Drainage Repair – The grant was received on 1/30/13. It has been returned to TDOT for signatures and the \$4,750 local share has been submitted. The scoping meeting will be held at TAD on 2/20/13 at 10:00 am with PDC and Steve Upshaw.

Eastern Aviation Quality Control Seminar – Jon Glass will attend the seminar in Tunica, MS, on April 3rd and 4th. Total estimated cost for travel, registration fees and hotel room is \$430.00.

Cargo Aircraft – The monthly log of cargo aircraft is provided for Board member review. The cargo shipments have slowed down since Christmas.

FUEL SALES

Fuel sales for the month of January 2013 were 6,204.37 gallons. This is a 1,119 gallon increase in the 5,084 gallons sold in January of 2012. AVGAS prices will decrease by 16 cents the week of 2/11/13. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

January 2013	AVGAS	AVGAS SS	Total
Gallons	1,378.54	1090.33	2,468.87
Flow Fee	\$137.85	\$109.03	\$247.15
Pump Fee	\$551.41	\$218.06	\$769.47

January 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1,232.5	856	1647	3,735.5
Flow Fee	\$123.25	\$85.60	\$164.70	\$373.55

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Truck Fee	\$123.25	\$85.60	\$164.70	\$373.55
Pump Fee	\$1,232.50	\$684.80	\$1,432.30	\$3,349.60

Total AVGAS & Jet Gallons = 6,204.37

Total Flow Fee = \$620.70

Total Jet Truck Fee = \$373.55

Total Pump Fee = \$4,119.07

Total Part-Time Employment Cost = \$1442.50

Jet Truck Fee Minus Rental = -\$226.45

Pump Fee Minus Employment Cost = +\$2,676.57

FUEL PRICES

2/5/13	Tallahom a	Shelbyvill e	Wincheste r	McMinnvill e	Fayettevill e	Murfreesbor o
AVGAS SS	\$5.36		\$5.09			\$5.62
AVGAS FS	\$5.61	\$4.74	\$5.09	\$4.95	\$5.40	\$5.82
Jet	\$4.99	\$4.49	\$5.20	\$4.95	\$4.80	\$4.93

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
January 2012	5,084.73
January 2011	3,448.9
January 2010	3,327.5
January 2009	4,673.6
January 2008	5,344.2
January 2007	4,259.9

December 2012 OPERATIONS

Single Engine Based	164
Multi Engine Based	36
Jet or Tuboprop Based	86
Single Engine Transient	82
Multi Engine Transient	26
Jet or Turboprop Transient	38
Military	24
Total	456

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MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. FAA will complete the paperwork to remove the approach plate. FAA will allow dismantling and removal of the SDF after 5/2/13. A copy of letter from the FAA was included for Board member review.

NDB – OTS entire month. Don Hall passed away 2/3/13. His monthly bill for maintaining the SDF/NDB and PAPI's was \$350.00 and is eligible for 50% reimbursement on the maintenance contract. The 2 options available are to (1) decommission the NDB or (2) transfer maintaining of the NDB to Elger Holland. Holland currently maintains the VOR for \$800 per month and will do both for \$1,000 per month, which is eligible for 50% reimbursement on the maintenance contract. We will need to acquire the main NDB circuit board from Don Hall's widow before it can become operational for Elger Holland to maintain. Jeff Morgan from Smyrna Airport can repair the PAPI's on an as needed basis. Sharon Tinkler recommended that we continue to maintain the NDB, with Board member concurrence.

VOR – No problems or outages for January 2013.

AWOS – No problems or outages for January 2013.

Veeder Root Fuel System – No problems or outages for January 2013.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for January 2013.

REILS AND PAPI – Bill Beggs said he will return to the airport by March 5, 2013, to repair the 24 REILS. The FAA did a flight check on runway 18/36 PAPI's and were taken out of service due to tree obstructions. A NOTAM has been filed.

HANGAR RENT/INSURANCE

EXPIRED INSURANCE CERTIFICATE – 42 of 51 hangar owners have current insurance certificates on file. Seven hangar owners have sent updated certificates since the January Board meeting.

OTHER – Karla Smith, Jon Glass and Jimmy Chapman will make updates to the airport website over the next month. These updates will be geared to transient aircraft and cargo operators.

AIRPORT MARKETING/PRESENTATIONS – No presentations made for January 2013.

SUGGESTION BOX – No suggestions as of 2/5/13.

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6. Old Business:

- A. Parish/City agreement committee update**– Dennis Hyde reported that the 9/27 study grant will soon be executed by TDOT and work should begin on the study around April 1, 2013.
- B. RTTF committee update** – Sharon Tinkler reported that the committee had met twice over the past 6 weeks. The airport background and deed information has been acquired. She is contacting other airports that have RTTF access to compare information to be submitted to FAA. She will complete a first draft of the report prior to the committee meeting again.
- C. Northern Field Aviation proposed hangar** – The grant request and potential lease terms for the proposed hangar were discussed during the work session portion of the meeting. **A motion was made and approved** to submit a project request to TAD using 95/5 GA Entitlement funds to construct the hangar and to make a loan application to TUB for the estimated \$25,000 local share for the project. Chairman Miller was authorized by the Board to execute a letter of intent to rent the new hangar with Northern Field Aviation for a period of 10 plus 10 years. The Lease payment will start at \$1,000 per month and increase by \$100 per year until it reaches \$1,500 per month.

7. New Business:

- A. NW utility easement approval** – Chairman Miller reported that TUB will need an easement for the property where electrical and fiber lines will be placed on the airport. **A motion was made and approved** for Chairman Miller to sign the easement document provided by TUB.
- B. NW environmental assessment** – This item was covered during the Airport Manager's report.
- C. NDB maintenance contract** – Jon Glass reported that Don Hall (who maintained the NDB) recently passed away. He reported that Elger Holland can maintain the NDB for an additional \$200.00 per month, or the NDB can be decommissioned. **A motion was made and approved** to have Elger Holland maintain the NDB.
- D. New airport power point presentation** – Chairman Miller presented a power point presentation regarding airport accomplishments and construction projects. It is available for use at city and civic club meetings.
- E. Other new business** – Sam Crimm presented information from *Erect-A-Tube* (a hangar construction company) for box/T hangars that could possibly be built in the NW area. More detailed cost estimates will be obtained on construction costs of the

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hangars. Board members discussed possible funding and possible customer demand for new hangars.

- F. Chairman Miller reported that Dennis Hyde was re-appointed to the TAA Board at the last Board of Mayor and Aldermen meeting. Chairman Miller also congratulated Alderman Norris for being selected as Citizen of the Year at the Chamber of Commerce banquet last month.

8. Alderman Norris reported that the city budget process was beginning for the next fiscal year.

9. Meeting was adjourned at 5:55pm.

Submitted on 2/15/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting